



## Windrow Building Operations

### Standard Operating Procedure

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#### Greens Processing

##### ***Motor Scraper Responsibilities:***

1. Complete Checkout sheet; record equipment hours (EMS Document Control No. RDD-F-GP-01).
2. Perform walk-around-systems check.
3. Excavate material staged in E6000 area.
4. Haul material to predetermined quadrant of the Greenery.
5. Discharge material three lanes wide – approximately twelve (12) feet wide per lane. (The length of which to be determined by Operations Supervisor.)
6. Shutdown machine.  
\*Note – Always allow a five-minute cool down prior to engine shut-off.
7. Record ending hours.
8. Note and report any damage or mechanical malfunction to Operations Supervisor.
9. Spray chemical solution/for every procedure when handling raw mulch.

##### ***Wheel Loader Responsibilities A:***

1. Complete Checkout sheet; record equipment hours (EMS Document Control No. RDD-F-GP-01).
2. Startup machine.
3. Form material that is laid on the ground into a triangular shape, which will be one lane wide and not more than 20 feet in width.
4. *Always* spray bucket with disinfectant solution to prevent fecal contamination transfer when moving between raw material and finished products.
5. Clear lanes for the water truck and scribe line for next windrow.
6. Shutdown machine.  
\*Note – Always allow five-minute cool down prior to engine shut-off.
7. Record ending hours.
8. Note and report any damage or mechanical malfunction to Operations Supervisor.

##### ***Wheel Loader Responsibilities B: (Food Waste Compost Only)***

1. Complete Checkout sheet; record equipment hours (EMS Document Control No. RDD-F-GP-01).
2. Start up machine.
3. Form horseshoe configuration: 70 cubic yards of 2” or 3” grind every week for three weeks.
4. Form horseshoe configuration: conducive to availability of food waste.



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5. Form food waste windows 3 weeks after completing steps 3 and 4, form to one 5' x 20' x 350' configuration.
6. Set propane cannon: for vector control applicable to windrows.
7. Shutdown machine.  
\*Note – Always allow five-minute cool down prior to engine shut-off.
8. Record ending hours.
9. Note and report any damage or mechanical malfunction to Operations Supervisor.

### **Scarab Responsibilities:**

1. Complete Checkout sheet; record equipment hours (EMS Document Control No. RDD-F-GP-01).
2. Startup machine.
3. Set RPM's for material.
4. Set machinery level for predetermined configuration.
5. *Always* spray bucket with disinfectant solution to prevent fecal contamination transfer when moving between raw material and finished products.
6. Form the windrows into a trapezoid configuration, which shall be 8 feet wide on top, 20 feet wide on the bottom and the length will be determined by Operations Supervisor.
7. Every ten minutes, purge fans to eliminate overheating problems.
8. Check roller and flails after every windrow turned for damage and excessive build-up.
9. Shutdown machine.  
\*Note – Always allow for a five-minute cool down period prior to engine shut-off.
10. Record ending hours.
11. Note and report any damage or mechanical malfunction to Operations Supervisor.

### **Water Truck Responsibilities:**

1. Complete Checkout sheet; record vehicle hours (EMS form No. RDD-F-GP-01).
2. Startup machine.
3. Provide dust control for 657E – ingress and egress to specified quadrant.
4. Presoak windrow for CAT Loader.
5. Water windrows everyday for mulching process.
6. Every third day, presoak windrows for 820 Scarab to ensure a better concentration of water that will be mixed with material.



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7. Shutdown machine.  
\*Note – Always allow five-minute cool down prior to engine shut-off,
8. Record ending hours.
9. Note and report any damage or mechanical malfunction to Operations Supervisor.

### **Consequence of Non-Compliance to Instruction:**

- Time consuming windrow construction
- Higher fuel consumption
- Higher cost
- Airborne particulates significantly higher due to improper watering
- Employees breathe excessive particulate matter
- Possible failure in mulch product
- Violations and/or fines from Regulatory Agency
- Vector problems

### **Benefit of Compliance to Instruction:**

- Provides a product the city municipality, contractors and citizens of San Diego can use.
- Following this procedure will expedite windrow building
- The water truck is essential to dust control and keeping airborne particulates to a minimum
- Vector deterrence
- Fecal Coliform mitigation

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*Environmental Management System (EMS) – ISO 14001*

*Process Map #: GP-1.0*

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City of San Diego  
Environmental Services Department  
Refuse Disposal Division

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